



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

Request for Applications (RFA)

CVS 20-045

2020-2021 AmeriCorps State Competitive Grants

Issued on October 4, 2019

Applications Due Date: November 4, 2019 at 11:59 p.m.

New and re-compete applicants who intend to submit an application are required to attend the mandatory pre-application conference that will be held on **Tuesday, October 15, 2019** from 1:00 p.m. – 3:00 p.m. at Varina Public Library located at 1875 New Market Road, Henrico VA 23231. Attendance by continuation applicants is optional. The purpose of the conference is to provide an opportunity to ask questions and obtain clarifications on any aspects of the solicitation during the session and to review the requirements contained in this RFA.

All Inquiries for Information Should Be Directed To: Danilo S. Vasquez, Sr. Contract Officer,
Email: danilo.vasquez@dss.virginia.gov; Phone: 804-726-7185

Send Applications to:
Virginia Department of Social Services
Division of General Services, Procurement
801 East Main Street, 14th Floor
Richmond, VA 23219-2901
Attention: Danilo Vasquez

NOTE: This Public Body Does Not Discriminate Against Faith-Based Organizations In Accordance With The Code Of Virginia, §2.2-4343.1 Or Against A Bidder Or Offeror Because Of Race, Religion, Color, Sex, National Origin, Age, Disability, Sexual Orientation, Gender Identity, Political Affiliation, Or Veteran Status, Or Any Other Basis Prohibited By State Law Relating To Discrimination In Employment. Faith-Based Organizations May Request That The Issuing Agency Not Include Subparagraph 1.e In General Condition C. Such A Request Shall Be In Writing And Explain Why An Exception Should Be Made In That Request For Applications.

Section I.- Award Information

- A. Purpose of Request for Applications (RFA):** The purpose of this Request for Applications (RFA) is to solicit applications from eligible applicants to establish subgrantee awards for the provision of AmeriCorps services under the Commonwealth of Virginia's competitive application to the Corporation for National and Community Service (CNCS) Notice of Funding Opportunity (NOFO) released on September 12, 2019.
- B. Funding Information:** The AmeriCorps State program is 100% supported with federal funds from the Corporation for National and Community Service. The number and amount of subawards will vary and will be determined by the results of the national competition. All subawards will be on a cost reimbursement basis.

Federal Awarding Agency: Corporation for National and Community Service

Federal Award Identification Number (FAIN): To be determined

Federal Award Date: To be determined

CFDA Number: 94.006

Federal Award Project Description:

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities.

Total Amount of the Federal Award: To be determined

Amount of Federal Funds Obligated by this Action: To be determined

Note: This is not a Research and Development (R&D) Grant

There are general Federal cost principles that are applicable to all awards made with federal funds. These general principles are outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

C. Period of Performance:

1. Subawards will be issued for a one-year period with two (2) successive one-year renewal options for subrecipients meeting CNCS and VDSS terms and conditions and demonstrating satisfactory performance. **The anticipated period of performance will be September 1, 2020 through August 31, 2021, however the project start date may not occur prior to the date CNCS issues awards to VDSS and a subsequent subaward agreement is fully-executed between VDSS and the successful applicants or subrecipients.**
2. Applicants with program designs which require an alternate period of performance must clearly state the proposed period in the application narrative and supporting application attachments, including the SF 424. VDSS reserves the right to decline alternate periods of performance.
3. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

- D. Mandatory In-person Application Conference for New and Recompete Applicants: A Mandatory In-person Application Conference will be held on October 15, 2019 at Varina Public Library located at 1875 New Market Road, Henrico, VA 23231 from 1:00pm – 3:00pm.** Attendance at this conference is mandatory for new and recompeting competitive applicants; no applications will be accepted from eligible organizations that do not have a representative in attendance. The meeting is optional for continuation applicants. The purpose of the conference is to give prospective applicants an opportunity to present questions and receive clarification on any section of this RFA. After the conference, all additional questions must be submitted in writing, to Mr. Danilo Vasquez, VDSS Contracts Officer, at danilo.vasquez@dss.virginia.gov no later than five (5) working days before the due date specified on the front of the document. Any changes to the RFA as a result from this conference or questions received will be issued in a written addendum to the RFA and will be posted on the eVA website at www.eva.virginia.gov.
- E. Copies of this RFA, including the necessary forms, attachments, instructions, and addenda (if applicable) may be downloaded from the DGS/DPS eVA website at www.eva.virginia.gov. The application can be found by clicking on the “Solicitations, Quick Quote, and Awards” button located in the middle of the screen. In the Keyword Search box enter the solicitation number: **CVS-20-045, AmeriCorps State Competitive Programs.**

Section II. - Program Opportunity Description & Requirements

A. Program Background

AmeriCorps is a network of local, state, and national service programs that connects over 70,000 Americans each year in intensive service to meet community needs in education, the environment, public safety, health, and homeland security. AmeriCorps’ members serve with more than 2,000 non-profits, public agencies, and community organizations. AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans. AmeriCorps’ consists of three programs in which applicants may enroll: (1) VISTA; (2) NCCC; and (3) AmeriCorps State and National. **This RFA is for applications for AmeriCorps State and National funding.**

Governor’s Advisory Board on Service and Volunteerism

The mission of the Governor's Advisory Board on Service and Volunteerism is to be proactive in the support of community-based initiatives to build stronger communities and enhance existing relationships that address local educational, community development, economic, health, environmental and other social/cultural needs by identifying and involving diverse community service

volunteers. The Board exists to fulfill the mandate of the Code of Virginia, Chapter 24 of Section 2.2-2478 which states: “The Governor's Advisory Board on Service and Volunteerism is established as an advisory board, within the meaning of § 2.2-2100, in the executive branch of state government to advise the Governor and Cabinet Secretaries on matters related to promotion and development of national service in the Commonwealth and to meet the provisions of the federal National and Community Service Trust Act of 1993.”

AmeriCorps State programs are managed at the direction of the Board by Virginia Service Commission (VSC) staff of the Virginia Department of Social Services, Office on Volunteerism and Community Service. For more information on the Board, Commission staff and the activities promoting volunteerism, national service, and community support programs in the Commonwealth, including AmeriCorps, please visit <http://virginiashervice.virginia.gov/>.

B. Award Process

This RFA will establish a prospective portfolio of AmeriCorps national service applications, or proposals, that will become a part of the Commonwealth’s submission package to the CNCS for funding consideration. Applications submitted will compete in a national competition against submissions from other states and territories. The VDSS RFA is designed only to identify those applications that the Commonwealth recommends for consideration and ultimate selection by CNCS. The Virginia Service Commission reserves the right to award funding at levels lower than requested, and for less than the Minimum Request. The determinations made by VDSS are not binding on CNCS which has sole authority to select which applications to fund. The Commonwealth may cancel this Request for Applications or reject applications at any time prior to an award

C. Funding Priorities

The Governor’s Advisory Board and Virginia Service Commission staff will consider applications addressing national service in all focus areas, however CNCS has identified in its NOFO, the following funding priorities. To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes, and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

Economic Opportunity – evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.

https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Economic_Opportunity_Evidence_Brief_2019_508.pdf

OR increasing economic opportunities for communities by preparing people for the workforce.

Education - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.

https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Education_Evidence_Brief_112318_508.pdf

Healthy Futures - evidence-based interventions on the CNCS Evidence Exchange. In

order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.

https://www.nationalservice.gov/sites/default/files/evidenceexchange/HF_Evidence_Brief_FINAL_v2_508.pdf

OR reducing and/or preventing prescription drug and opioid abuse.

Veterans and Military Families - positively impacting the quality of life of veterans and improving military family strength.

Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.

D. Program Requirements

To gain a full understanding of AmeriCorps program requirements in order to appropriately respond to this RFA, all applicants must thoroughly review the CNCS Notice of Funding Opportunity (NOFO) released on September 12, 2019 (Appendix I), Application Instructions (Appendix III), 2020 AmeriCorps State & National Mandatory Supplemental Guidance (Appendix II), Performance Measures Instructions (Appendix IV) and other appendices to this document.

1. Minimum Member Service Year/ Member Request

Under this RFA, the Virginia Service Commission requires applicants to request a minimum of ten (10) Member Service Year (MSY) AND at least ten (10) members. One MSY is equivalent to 1700 service hours, which is a full-time AmeriCorps position. The types of member slots available are: Full-time, Three Quarter-time, Half-time, Reduced halftime, Quarter time, and Minimum Time.

2. Maximum Cost per Member Service Year (MSY)

The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis. **Under this RFA, the Maximum Cost per Member Service Year is \$15,479.** The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn.

3. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. The amount must be included in the proposed budget as either CNCS or grantee share.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$14,279	\$28,558
Three Quarter-time	1,200	n/a	\$20,159
Half-time	900	n/a	\$15,119
Reduced Half-time	675	n/a	\$11,339
Quarter-time	450	n/a	\$7,559
Minimum-time	300	n/a	\$5,040

4. Cost Sharing or Matching Requirements

Applicants are required to match funds based on the number of AmeriCorps funding years completed. For example, a first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60 and below.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

The applicant's match can be federal or non-federal cash and/or in-kind contributions. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on a Federal Financial Report. CNCS grantees must track and be prepared to report on that match separately each year and at closeout. Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). Please consult the NOFO in Appendix I for qualifications and instructions on the request process.

5. AmeriCorps State and National Performance Measure Requirements (Appendix IV)

All applications must include at least one aligned performance measure (output paired with outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant determined measure depending on the program's theory of change. Applications may also include National Performance Measure outputs without associated outcome(s) provided that the output measures a significant program activity. These output-only measures do not fulfill the requirement for an aligned performance measure, but may be selected in addition to the aligned measure(s). All performance measures must reflect significant program activities whose outputs and

outcomes are consistent with the applicant's core theory of change. Applicants are not expected to have performance measures for every program activity. CNCS does not require applicants to use National Performance Measures but expects them to do so if National Performance Measures reflect key outputs and/or outcomes of the theory of change.

6. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. **The cost of conducting NSCHCs is an allowable expense under the CNCS Share of the award.** Subrecipients should utilize the two vendors CNCS has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs. Unless CNCS has provided a grant recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks:

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

- A nationwide name-based search of the National Sex Offender Public Website (NSOPW); and
- Either
 - o A name- or finger-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work or
 - o A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers with recurring access to vulnerable populations (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

- A nationwide name-based check of the NSOPW; and
- Both
 - o A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; and
 - o A fingerprint-based FBI criminal history check. See 45 CFR § 2540.200–§ 2540.207 and CNCS Criminal History Check Resources for complete information and FAQs.

As of December 31, 2019, many pre-approved Alternative Search Procedures (ASPs) and any existing, individual ASP/Exemption requests will expire and will no longer be available for use.

Virginia Service Commission requires that all covered individuals receive:

- **NSOPW and applicable out of state checks conducted through Truescreen**

Truescreen is a vendor approved by CNCS to provide NSOPW and state criminal history checks; research source-level documentation when needed; make adjudication recommendations to subrecipients; facilitate compliance with the Fair Credit Reporting Act (FCRA), including pre-adverse and adverse action notices; provide time records of relevant compliance steps like adjudication; and maintain records. All CNCS subrecipients may use Truescreen. Service to CNCS subrecipients began in November 2018 and can be accessed here:

<https://applicationstation.truescreen.com>, using the CNCS specific agreement code: CNCS Agreement

- **A fingerprint-based FBI check through Fieldprint**

Subrecipients must establish accounts through Fieldprint's CNCS specific webpage:

www.fieldprintcnscs.com. Fieldprint can provide FBI checks on individuals that have applied to work or serve in positions that receive an education award from CNCS or a CNCS grant-funded living allowance, stipend or salary.

- **VDSS Child Protective Services Background Check**

The Virginia Service Commission has an agreement with the Virginia Department of Social Services (VDSS) Office of Background Investigations (OBI) to conduct Child Protective Services (CPS) background checks on all AmeriCorps State members and program staff. The AmeriCorps State Programs are exempt from the processing fee, following the request of an exemption code.

In addition, CNCS and VSC will consider a Truescreen NSOPW check and a Fieldprint FBI fingerprint check to constitute a compliant check for Virginia, regardless of a covered position's access to vulnerable populations. The state check is not required to meet CNCS requirements for Virginia if a grantee obtains an NSOPW check from Truescreen, obtains any required out-of-state state checks that are available from Truescreen, and conducts a fingerprint-based FBI check. Please review the Truescreen ASP for more information.

[National Service Criminal History Check Guidance to Enforcement Guidance](#)

7. Virginia Service Commission Mandatory Training and Event Requirements

As scheduled during the performance period, subrecipients and their members will be required to host events and participate in events and trainings offered by the Virginia Service Commission. The following is a list of events where attendance or participation by members and/or program and fiscal staff will be mandatory. Funds for travel and other costs necessary to attend and participate in the events in **bold** below must be reflected in the budget under Member Travel and Staff Travel. Costs of attendance for the remaining events will be covered by the Virginia Service Commission.

3-Day Program Director's Training (Program/ Fiscal staff)
 Program Year Launch (Program staff and Members)
National Service Recognition Day (Program staff and Members)
MLK Day (Program staff and Members)
 Life After AmeriCorps (Members)

July 2020
 September 2020
September 11, 2020
January 20, 2021
 April 2021

8. Audits

Under FY 2019 General Grant and Cooperative Agreement Terms and Conditions (Appendix V) . Financial Management Standards in and 2 CFR Part 200, recipient organizations that expend \$750,000 or more in total Federal awards in a fiscal year shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act, as amended, 31 U.S.C. 7501, et seq., and 2 CFR Part 200, Subpart F. *As pass-through entity, the VDSS strongly encourages subrecipients not meeting the single audit threshold to obtain, at a minimum, an annual review of financial statements in conformance with Statements on Standards for Accounting and Review Services (SSARS) performed by an independent auditor.*

9. Subawards issued by VDSS as a result of this RFA and selection by CNCS must adhere, at a minimum, to the following federal and state program and compliance requirements:

a. AmeriCorps regulations at [45 CFR §§ 2520-2550](#)

Key requirements on the following topics can be found in AmeriCorps regulations:

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

b. CNCS FY 2019 General and Specific Grant and Cooperative Agreement Terms and Conditions found in Appendices V and VI * Subject to Update by CNCS.

c. 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards available online at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

E. Funding Restrictions & Unallowable Activities

1. Pre-award costs

Under 2 CFR Part 200.458, pre-award costs are those costs incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Should an applicant determine that its program design necessitates incurring costs prior to the official award state date, a preliminary request for approval of pre-award costs must be submitted to Virginia Service Commission on letterhead as an attachment. Consideration and final approval for pre-award costs must be granted by CNCS. A formal notification to the subrecipient will be provided.

2. Indirect Costs

CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs. Under section 121(d) of the NCSA and CNCS's regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

The Virginia Service Commission will retain a Commission fee equal to 1% of CNCS funds expended during the program year. Commission fees are invoiced to subrecipients at the end of the program year. This fee should be included in the Administration/ Indirect Cost section of the budget.

3. Worker's Compensation

Worker's Compensation coverage is required for all AmeriCorps Members regardless of slot type. Coverage is administered by the Commonwealth of Virginia through VDSS and is invoiced to subrecipients at the end of the program year. Worker's compensation coverage of \$50 per member must be included in the Member Support Costs section of the budget.

4. Unallowable Activities- Member Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against

- political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a
program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 8. Providing a direct benefit to— a. a business organized for profit; b. a labor union; c. a partisan political organization; d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
 9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
 10. Providing abortion services or referrals for receipt of such services; and
 11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-CNCS funds.

5. Other unallowable activities are outlined on Page 9 of the 2020 AmeriCorps State & National Mandatory Supplemental Guidance (Appendix II).

Section III. - Eligibility Information

A. Eligible Applicants:

The following non-federal entities (as defined in 2 CFR §200.69) that have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.55)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

B. Other Eligibility Requirements Under Section 132A(b) of the National and Community Service Act of 1990, as amended:

- Organizations that have been convicted of a federal crime may not receive assistance described in this Notice.
- Applications that propose to engage in activities that are prohibited under CNCS's statutes, regulations, or the terms and conditions of its awards are not eligible to receive CNCS funding.
- If CNCS is aware that any corporation has any unpaid federal tax liability—
 - • that has been assessed
 - • for which all judicial and administrative remedies have been exhausted or have lapsed
 - • that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability— that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.
- Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

Section IV. - Application Submission Information

- A. This RFA must be read together with the AmeriCorps Regulations at [45 CFR §§ 2520-2550](#), the CNCS Notice of Funding Opportunity issued on September 12, 2019 (Appendix I), 2020 AmeriCorps State & National Mandatory Supplemental Guidance (Appendix II), Application Instructions (Appendix III), and the CNCS Performance Measures Instructions AmeriCorps State and National 2020 (Appendix IV).
- B. **Application Date and Time of Submittals:** In order to be considered for selection, an applicant is to submit a complete response to this RFA in **eGrants** no later than 11:59 p.m. on November 4, 2019. Responses received after the submission due date and time will not be accepted.

*Request for Applications (RFA) and Subaward Schedule with Deadlines (subject to change)**

CNCS Releases NOFO	September 12, 2019
VDSS Releases RFA	October 4, 2019
Mandatory In-Person Conference	October 15, 2019
Deadline for Applications to VDSS (Submission in eGrants <u>and</u> submission to VDSS)	November 4, 2019
VDSS Application Review Panel Convenes and Recommends Portfolio	Early December, 2019
Technical Enhancements to Successful Applications	Mid-December, 2019

(VSC Staff with Applicants)	
Deadline for VDSS Application Package to CNCS	January 8, 2020
CNCS Application Clarification Period	March 20 – April 3, 2020
CNCS Award Notifications	May 1, 2020
VDSS Initiates Subaward Process	Early May, 2020
Subaward Performance Period Begins	September 1, 2020

C. **Application Submission:**

Applications will not be accepted by email or hard copy submission. All applicants must submit their applications electronically via the Corporation for National and Community Service (CNCS) web-based system, eGrants. It is recommended that applicants create an eGrants account and begin the application creation process as soon as possible before the deadline. *New applicants will need to establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.” Once created, applicants should select **Grant Appl ID # 20AC219660** to create a subapplication in eGrants for this funding opportunity.

Applicants must comply with the page limit described in detail on Page 8 of the CNCS NOFO. It is recommended that applicants draft an application as a Word document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. Following the deadline for submissions, VDSS will review each application to determine if it meets the minimum criteria for consideration.

Upon completion of your application in e-Grants, all applicants must submit by e-mail to americorpsinfo@dss.virginia.gov a screenshot of the completion notice in e-Grants and the required VDSS documents outlined in Section V. Application Format, Content and Required Forms. The subject line of the email should be the name of the applicant organization and the word “screenshot.”

D. **Application Preparation Instructions:**

1. Applications shall be signed by an authorized representative of the applicant. All information requested should be submitted. Failure to submit all information requested may result in the VDSS requiring prompt submission of missing information and/or giving a lowered evaluation of the application. Applications which are substantially incomplete or lack key information may be rejected by VDSS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. Applications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFA. Emphasis should be placed on completeness and clarity of content.

3. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the applicant must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information. The classification of an entire application document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the application. If, after being given reasonable time the applicant refuses to withdraw an entire classification designation, the application will be rejected.

- E. **Deadline for Questions Concerning Application Requirements and Documents:** If any prospective applicant has questions about the specifications or other application documents, the prospective applicant should contact the contract officer indicated below no later than five working days before the application due date. Any revisions to the solicitation will be made only by addendum issued by the contract officer.

Contract Officer: Mr. Danilo Vasquez

Phone Number: (804) 726-7185

Email: danilo.vasquez@dss.virginia.gov

Section V. Application Format, Content and Required Forms

A. Application Content and Required Forms: The following is an overview of the required components of the application to be submitted in eGrants and the related documents to be sent independently to VDSS. **Applicants are responsible for reading the technical instructions for completing each section in the State and National Competitive New and Continuation Application Instructions found in Appendix III of this RFA.**

Your application in eGrants will consist of the following components required by CNCS. Make sure to complete each section. Please note that specific instructions for “Continuation Requests” for Continuation applicants only begins on page 12 of the Application Instructions (Appendix III)

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

I. Applicant Info

Information entered in the Applicant Info and Budget sections will populate the SF 424 Facesheet.

- If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**
- If you are not a current grantee, but have received a competitive AmeriCorps grant in the past five years, select **Continuation/Renewal**
- If you are applying for the first time, have only received formula funding in the past, or are a former grantee (non-formula) whose last AmeriCorps grant was received more than five years ago, select **New**
- If you are a current planning grantee applying for an implementation grant, select **New**
Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two-letter state abbreviation with a

comma. For city or county information, please follow each one with the two-letter capitalized state abbreviation.

- Requested project period start and end dates. The length of the project period is specified in the *Notice*.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- State Application Identifier: Enter N/A.

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the *Notice*.

In eGrants, you will enter text for:

- Executive Summary
- Rationale and Approach (Program Design)
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Summary or Plan

IV. Logic Model

Complete the logic model using the guidance provided in the *Notice*. To begin entering your logic model, from your eGrants application page select “Logic Model” in the left side navigation menu.

V. Performance Measures

All applicants must submit performance measures with their application. See Application Instructions for instructions for entering performance measures, and see the National Performance Measures Instructions for details about the number and type of performance measures required.

VI. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program. Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the program focus, high quality program design, and outcomes.

VII. Documents

In addition to the application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary – see B., below), other required documents listed in the *Notice* (if applicable), and an explanation of federal debt delinquency (if applicable), as part of your application.

VIII. Budget Instructions

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion. Follow the detailed budget instructions in the

Attachments to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in the Attachments. Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the Uniform Guidance, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds as required in the OmniCircular. The OMB Uniform Guidance can be found on-line at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

IX. Funding/Demographics

In the Funding/Demographics Section enter:

- Other Revenue funds
- Number of Volunteers Generated by AmeriCorps members
- If Education Evidence-Based Intervention NOFO Priority, enter the row number (1-13) of the intervention in Table 1 of the Education Evidence Brief (see NOFO for hyperlink)
- If Economic Opportunity Evidence-Based Intervention NOFO Priority, enter the row number (1-4) of the intervention in Table 1 of the Economic Opportunity Evidence Brief (see NOFO for hyperlink)
- If Healthy Futures Evidence-Based Intervention NOFO Priority, enter the row number (1-5) of the intervention in Table 1 of the Healthy Futures Evidence Brief (see NOFO for hyperlink)

X. and XI. Review, Authorize, and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

XII. Additional Documents to VDSS (Assurances, Certifications and Other Required Forms)

Upon completion of your application in e-Grants, all applicants must submit by e-mail to americorpsinfo@dss.virginia.gov a screenshot of the completion notice in e-Grants and these required VDSS documents. The subject line of the email should be the name of the applicant organization and the word “screenshot.”

- 1.** Grant Application Cover Sheet: The Grant Application Cover Sheet must be completed and signed by an authorized representative of your organization
2. RFA Addenda: Sign and return all addenda acknowledgments, if applicable
- 3.** Certification of Organization Authorization (**Attachment A**)
- 4.** Certification of Availability of Matching Funds (**Attachment B**)
- 5.** Certification of Approval of Use of Federal Funds (**Attachment C**)
- 6.** Certification Regarding Lobbying (**Attachment D**)
- 7.** FFATA Form (**Attachment E**)
8. Assurances for Non-Construction Programs (SF-424B) (**Attachment F**)
- 9.** W-9 Request for Taxpayer Identification Number and Certificate (**Attachment G**)
- 10.** State Corporation Commission Form (**Attachment H**)
11. Electronic Data Interchange Form (**Attachment I**)
- 12.** Financial Management Survey (**Attachment J**)
13. Applicant’s Non-Discrimination in Employment Policy
14. Applicant’s Data Management Policy
15. Applicant’s Confidentiality Policy
16. For intermediary organizations or those with multiple sites, letters of agreement or similar documents with external AmeriCorps partners
17. Letters of support from partners (for new AmeriCorps applicants)
18. 501(c)(3) Status: Certification from the IRS (for non-profit applicants only)
19. Organizational By-laws (for non-profit applicants only)
20. Organization’s IRS Form 990 with schedules for the most recently-completed fiscal year (for non-profit applicants only)
21. Copy of applicant’s most recent audit, review or compilation completed by an independent auditor. If applicant does not meet the single audit threshold, year-end financial statements must be submitted.
22. Letter from the applicant’s agency head, finance director, or treasurer (with signature) indicating that the agency understands that this is a reimbursable grant and that the applicant has sufficient funds available to cover three months of expenses prior to reimbursement.
23. A concise narrative explaining how the proposed member activities are not “unallowable” as described on page 12 of the National Mandatory Supplemental Guidance

Section VI. Application Review Information

- A. **Review and Selection Process:** The initial review and selection process is designed to identify how well eligible applications are aligned with the application review criteria. An initial review for adherence to the guidelines of the application will be completed and applications failing to provide the required information may be removed from consideration at the discretion of the grantee. Each complete application from eligible organizations will be read by a review panel who will rate the applications using the evaluation criteria indicated in this RFA.

Pre-award Risk Assessment: In performing due diligence, VSC staff will evaluate the risks to the program posed by each applicant, including an assessment of the applicant organization's board governance structure and its capacity to meet financial management standards outlined in 2019 AmeriCorps State General Terms and Conditions (Appendix V). This evaluation is in addition to the assessment of the applicant's eligibility and the quality of its application on the basis of the Evaluation Criteria. Results from this evaluation will inform funding decisions. If VSC determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if VSC concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

- B. **Selection of Applicants For Award:** Selection shall be made of applicants deemed to be fully qualified and best suited among those submitting applications with exceptional potential to be successful in a highly-competitive national service competition. This Request for Applications is for CNCS competitive funding only. It does not constitute an application for other CNCS funding streams, including AmeriCorps State formula funds, which are awarded under a separate VDSS solicitation for funding, or RFA. Submission of an application for AmeriCorps Competitive funding does not preclude an applicant from submitting an application in response to a future AmeriCorps RFA.

- C. **Evaluation Criteria:** The following criteria utilized by CNCS in its evaluation of applications will be applied to the review of applications under this RFA:

Categories/Subcategories	Percentage
Executive Summary	0
Program Design	50
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
Organizational Capacity	25
Organizational Background and Staffing	9
Compliance and Accountability	8

Culture That Values Learning	4
Member Supervision	4
Cost Effectiveness and Budget Adequacy	25

A. Executive Summary (Required - 0 percent)

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

*This program will focus on the CNCS focus area(s) of [Focus Area(s)]. * The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.*

*If the program is not operating in a CNCS focus area, omit this sentence.

B. Program Design (50 percent)

1. Theory of Change and Logic Model (24 points)

The Theory of Change shall address:

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which members will provide services
 - Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:

- The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
- The dosage of the intervention (e.g., the number of hours per session or sessions per week)
- The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant's theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant's performance measures should be consistent with the program's theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

2. Evidence Base (20 points)

The assessment of an applicant's evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the Mandatory Supplemental Guidance.) Second, the quality of the applicant's evidence and the degree to which it supports the proposed program design will be assessed and scored.

Evidence Tier (12 points):

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.

In 2019, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 20%, Moderate 15%, Preliminary 30%, and Pre-Preliminary 35%. As these figures indicate, CNCS values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Guidance for a definition of “same intervention”) may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the *Notice* (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Guidance).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Guidance, the applicant may be considered for a lower evidence tier.

Evidence Quality (8 points)

After the applicant’s evidence tier has been assessed, the quality of the applicant’s evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants who are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

Applicants assessed in the Pre-Preliminary evidence tier who do not provide adequate responses to the Evidence Quality standards will not meet the threshold requirements for this *Notice* and will not be considered for funding.

All applicants, including new grantees, are required to provide additional information in the Evaluation Summary or Plan field of the application (See Section E. Evaluation Plan); however, information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

3. Notice Priority (0 points)

- The applicant proposed program fits within one or more of the AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

4. Member Experience (6 points)

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will *foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.*

C. Organizational Capability (25 percent)

1. Organizational Background and Staffing (9 points)

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

2. Compliance and Accountability (8 points)

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The CNCS-required evaluation report meets CNCS requirements (if applicable).
- The CNCS-required evaluation report is of satisfactory quality (if applicable).

3. Culture that Values Learning (4 points)

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

4. Member Supervision (4 points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

D. Cost Effectiveness and Budget Adequacy (25 percent)

This criteria will be assessed based on the budget submitted. **No narrative should be entered in the narrative box except for “See budget”**

1. Cost Effectiveness and Budget Adequacy (25 points)

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.
- National Service Criminal History Checks are budgeted **in CNCS Share** at \$55.75 per member consisting of the following: Truescreen NSOPW @ \$7.50; Truescreen Out-of-state @ \$19.50+ (Depends on state) and Fieldprint FBI @ \$28.75. See *D. Program Requirements 6. National Service Criminal History Check Requirements*.
- Participation at mandatory Virginia Service Commission training (Member and/or Staff Travel) is budgeted accordingly. See *D. Program Requirements 7. Virginia Service Commission Mandatory Training and Event Requirements*.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

E. Evaluation Plan (Required for recompeting grantees - 0 percent)

If the applicant is competing for the first time, please provide a data collection plan in the “Evaluation Summary or Plan” field that includes the following:

- A description of the applicant’s data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that CNCS may require submission of data collection instruments if a grant is approved for funding. For more information about how to develop a high-quality data collection plan, visit the CNCS Knowledge Network.

<https://www.nationalservice.gov/resources/ameriCorps/building-effective-data-collection-plans-presented-october-12-2017>

If the applicant is recompeting for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its evaluation plan in the “Evaluation Summary or Plan” section of the Narratives field in CNCS’s web-based management system. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report as an attachment (see the *Submission of Additional Documents* section for more information), and must also submit an evaluation plan for the next three-year period in the “Evaluation Summary or Plan” field in the system. Evaluations plans submitted outside of the system will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at <http://www.nationalservice.gov/resources/evaluation/cncs-evaluation-policies>):

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome(s) of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components;

- Description of the data sources, sampling methods, measurement tools, and data collection procedures that will be used in the evaluation
- Analysis plan that clearly describes the methodology/ies that will be used to analyze the collected data
- A timeline for the evaluation that describes how the evaluation will cover at least one year of CNCS-funded activity and will be completed within the three-year timeframe of the grant
- Qualifications needed for the evaluator
- The proposed budget

Section VII. Reporting Requirements

- A. The subrecipient shall produce the following reports of financial and programmatic activities and services to Virginia Service Commission staff. The subrecipient is required to submit reports in a format determined by the Virginia Service Commission.

1. Financial Reports:

- Monthly Periodic Expense Reports (PERs) are due by the 10th of each month for the previous month's financial activity and must be entered into the OnCorps reporting system. The PER serves as the subrecipient's invoice to VDSS for monthly cost reimbursement. VSC staff will periodically request supporting documentation substantiating charges on the PER.
- Aggregate Financial Reports (AFR) for quarterly financial activity are due on October 10, 2020, January 10, 2021, April 10, 2021, July 10, 2021, and September 10, 2021 respectively, and must be entered into OnCorps. Note: Depending on the program start dates, reports for five quarters may be required.
- Budget modifications may be requested through OnCorps during the period of performance with a clear narrative explaining the conditions that prompted the budgetary changes. No budget modifications will be considered within 60 days of the end of the period of performance.

2. Program / Operations Reports:

Quarterly Grantee Progress Reports (GPR) are submitted through OnCorps and are due by October 10, 2020, January 10, 2021, April 10, 2021, July 10, 2021, and September 10, 2021 for the most recent quarter. Information reported includes the following:

- Performance Measures Progress
- Demographics
- Service and Volunteer Report (if applicable to your program design)
- Successes and Challenges
- Great Stories; and
- End-of-Year Virginia Grantee Progress Report

Section VIII. Administrative Requirements

A. **RENEWAL OF AGREEMENT:** This agreement may be renewed by the grantee upon written agreement of both parties for two years (two successive one year periods), under the terms of the current agreement, and at a reasonable time (approximately 90 days) prior to the expiration.

B. **MODIFICATION OF AGREEMENT:** The grantee or subrecipient may modify this Agreement at any time provided that such modifications make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such modifications shall not invalidate this Agreement, nor relieve the grantee or subrecipient from its obligations under this Agreement. The grantee may, in its discretion, amend this Agreement to conform with federal or state government guidelines, policies and available funding amounts, or for other reasons. If such modifications result in a change in funding, the scope of services, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written modifications signed by both grantee and subrecipient.

C. **TERMINATION OF AGREEMENT:** This agreement may be terminated in whole or in part as follows (See §2 CFR 200.339):

1) Either party may terminate this Agreement at any time upon 30 days written notice to the other party. The subrecipient's written notification must set forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. Partial termination of the Scope of Services can only be undertaken with the prior approval of the grantee. In the event of any termination for convenience, at the grantee's option, all finished or unfinished documents, data, studies, surveys, photographs, reports, or other materials prepared by the subrecipient under this Agreement shall, at the option of the grantee, become the property of the grantee, and the subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination.

2) The grantee may terminate this Agreement, in whole or in part at any time, if the subrecipient fails to comply with federal statutes, regulations, or terms and conditions of the Agreement. Upon receipt of a notice of termination the subrecipient shall stop all work and the grantee will cease all payments. The termination decision may be considered by the grantee in evaluating future applications submitted by the subrecipient.

3) If the federal awarding agency terminates its agreement with the grantee, the grantee shall terminate the Agreement with the subrecipient.

D. **EQUIPMENT:** Equipment is defined as an article of equipment equal to or in excess of \$5,000 and having a useful life of more than one year. Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the approved budget incorporated in the agreement. The subrecipient shall keep written documentation of any acquisitions purchased and up-date the documentation if additional property or equipment is acquired. The written documentation shall include,

but not be limited to: date of acquisition, description of product, serial number, ID number, physical location, cost, and name and phone number of individual using or responsible for the equipment. Equipment purchased under this agreement shall be retained by the subrecipient during the period of performance of the agreement. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the Commonwealth of Virginia or any of its agents.

If the grantee permits the subrecipient to purchase real property or equipment with grant funds, grantee retains a residual financial interest, enabling the grantee to recover the assets or determine final disposition. This will be accomplished on a case-by-case basis, according to the federal grant guidelines applicable to the grant that is funding the service(s).

E. **RECORDS ACCESS:** The federal awarding agency, Inspectors General, the Comptroller General of the United States, the grantee, and its authorized representatives shall have the right of access to any documents, papers, or other records of the subrecipient which are pertinent to this Agreement in order to make audits, examinations, excerpts, and transcripts. The right shall also include timely and reasonable access to the subrecipient's personnel for the purpose of interview and discussion related to such documents. (See § 200.336)

F. **RECORDS RETENTION:** The subrecipient shall retain all financial records, supporting documentation, statistical records, and all other records pertinent to this agreement for a period of three (3) years after the termination of all activities funded under this Agreement. Records for real property and equipment acquired with federal funds under this agreement shall be retained for three years after final disposition. Indirect cost rate computations or proposals must be retained in accordance with §200.333(f) of the OMB uniform guidance. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later. (See §200.333)

G. **SUBRECIPIENT MONITORING:** The grantee may monitor and evaluate the subrecipient's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the subrecipient's services or operations, audit reports, and other mechanisms deemed appropriate by the grantee. The subrecipient shall furnish the grantee on request information regarding payments claimed for services under this agreement. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the grantee, its authorized agents, and/or federal personnel.

Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the subrecipient, the subrecipient shall reimburse the grantee upon demand.

Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration in future grant awards and negotiations.

Section IX. General Conditions

A. **AUDIT:** The subrecipient shall retain all books, records, and other documents relative to this contract for three years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, federal and/or state auditors shall have full access to and the right to examine any of said materials during said period.

The subrecipient further agrees to comply with the audit and reporting requirements defined by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart F – Audit Requirements, as applicable. A subrecipient who expends \$750,000 or more in combined federal funding during the subrecipient's fiscal year is required to have an independent audit performed annually in accordance with the provisions of these parts. The single audit report(s) package must be submitted on-line to the Federal Audit Clearinghouse (FAC) within the earlier of thirty calendar days after receipt of the auditor's report(s) by the subrecipient, or nine months after the end of the audit period. For specific questions and information concerning the submission process: Visit the Federal Audit Clearing House at [https://harvester.census.gov/facides/\(S\(ilywi5ipbj3rjov5zvulfnos\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(ilywi5ipbj3rjov5zvulfnos))/account/login.aspx) or call FAC at the toll-free number: (800) 253-0696

B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The subrecipient shall comply with all applicable federal, state and local laws, rules and regulations.

C. **ANTI-DISCRIMINATION:** By submitting their applications, applicants certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the subrecipient agrees as follows:
 - a. The subrecipient will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational

qualification reasonably necessary to the normal operation of the subrecipient. The subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The subrecipient, in all solicitations or advertisements for employees placed by or on behalf of the subrecipient, will state that such subrecipient is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - d. The requirements of these provisions 1. and 2. are a material part of the contract. If the Subrecipient violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
 - e. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the subrecipient, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.
2. The subrecipient will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Faith-based organizations may request an exemption from subparagraph 1.e. above prior to the close date and time for receipt of applications. Such a request should be in writing and explain how subparagraph 1.e. violates the organization's written religious or moral convictions or policies. The request should be sent to the Contract Officer for the solicitation. For the purposes of this provision, a "faith-based organization" is (1) an entity organized for purposes of engaging in religious practice or (2) a charitable or educational organization affiliated with such an entity.

D. **ANTITRUST:** By entering into a contract, the subrecipient conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

E. **ASSIGNMENT OF CONTRACT:** This contract shall not be assignable by the Subrecipient in whole or in part without written consent of the Commonwealth.

F. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.

G. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The subrecipient assures that information and data obtained as to personal facts and circumstances related to

patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Subrecipients who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Subrecipients shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Subrecipients and their employees working on this project may be required to sign a confidentiality statement.

H. **DEBARMENT STATUS:** By submitting an application, the applicant certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of services covered by this Request for Applications. Applicant further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

I. **DRUG-FREE WORKPLACE:** During the performance of this contract, the subrecipient agrees to (i) provide a drug-free workplace for the subrecipient's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the subrecipient that the subrecipient maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subrecipient, subcontractor or vendor. For awards of federal grant funds, failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a subrecipient, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

J. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

K. **ETHICS IN PUBLIC CONTRACTING:** By submitting their applications, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any

kickbacks or inducements from any other applicant, supplier, manufacturer, subcontractor or subgrantee in connection with their application, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

L. **FEDERAL EXCLUDED PARTIES LIST:** This contract is being funded in whole or in part by funds granted to grantee by the US Government. Under Federal Executive Order 12549, all contractors receiving individual awards, using federal funds of \$25,000 or more, and all sub-recipients, certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. By submitting an application, the applicant represents that neither the applicant nor any of its principal officers are on the Federal Excluded Parties List.

M. **HUMAN TRAFFICKING PROVISIONS:** By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Section 106(g) of the “Trafficking Victims Protection Act of 2000” (22USC 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>

N. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** Applicable for all contracts over \$10,000: By entering into a written contract with the Commonwealth of Virginia, the Subrecipient certifies that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

O. **LOBBYING PROHIBITIONS:** Federal grant funds may not be used by any subrecipient (at any tier) to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This prohibition is related to the use of federal grant funds and is not intended to affect an individual’s right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93)

P. **NONDISCRIMINATION OF SUBRECIPIENTS:** An applicant or subrecipient shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the applicant employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

Q. **OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or

proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the subrecipient in the performance of its obligations under this contract shall be the exclusive property of the grantee and all such materials shall be remitted to the grantee upon completion, termination or cancellation of this contract. The subrecipient shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the subrecipient's obligations under this contract without the prior written consent of the grantee. Any materials produced under this contract must bear a statement that the project was supported by the grantee and identify the title of the funding source.

R. **PAYMENT:**

1. **To Prime Contractor:**

a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.

d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be resolved in accordance with *Code of Virginia*, § 2.2-4363 and -4364. Upon determining that invoiced charges are not reasonable, the Commonwealth shall notify the subrecipient of defects or improprieties in invoices within fifteen (15) days as required in *Code of Virginia*, § 2.2-4351.. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. **To Subcontractors:**

a. Within seven (7) days of the subrecipient's receipt of payment from the Commonwealth, a subrecipient awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the agency and the subcontractor(s), in writing, of the subrecipient's intention to withhold payment and the reason.

b. The subrecipient is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the subrecipient that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A subrecipient's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWaM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWaM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages subrecipients and subcontractors to accept electronic and credit card payments.

S. **POLITICAL ACTIVITY PROHIBITED:** The Subrecipient funded under this contract shall not use these program funds, provide services, or employ or assign personnel, in a manner supporting or resulting in the identification of such programs with any partisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office.

T. **PRIME SUBRECIPIENT RESPONSIBILITIES:** If approval is granted by the grantee to subcontract any portion of this contract, the subrecipient shall be responsible for completely supervising and directing the work under the contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime subrecipient. The subrecipient agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

U. **RELIGIOUS ACTIVITY PROHIBITIONS:** Direct federal grants, sub-awards, or contracts shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, the subrecipient must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. (See 45 CFR Part 87)

V. **SAME-SEX MARRIAGE PROVISIONS:** In accordance with the decision in United States vs Windsor (133 S. Ct. 2675 (June 26, 2013); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. “Same-Sex Spouses” means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. “Same-Sex Marriages” means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. “Marriage” does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.

W. **SMOKE FREE ENVIRONMENT:** The applicant certifies to the Commonwealth that it will comply with the requirements of Title XII of Public Law 103-227, the “PRO-KIDS Act of 1994”, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs either directly or through State or local governments, by federal grant, contract, loan, or loan guarantee. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. Additionally, the applicant certifies that it will include the above language in any subawards that contain provisions for children’s services.

X. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, an offeror or applicant agency organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror or applicant agency that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the offeror or applicant agency is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth’s use and acceptance of such form, or its acceptance of Contractor’s statement describing why the offeror or applicant agency was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

Y. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the grantee. In the event that the subrecipient desires to subcontract some part of the work specified

herein, the subrecipient shall furnish the grantee the names, qualifications and experience of their proposed subcontractor(s). The subrecipient shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

Z. **SUBRECIPIENT AS INDEPENDENT ENTITY**: During the performance of this agreement, the subrecipient shall be regarded as an independent entity and not as an agent or employee of the Commonwealth of Virginia or the grantee. The subrecipient shall be responsible for all its own insurance and federal, state, local and social security taxes.

AA. **SUPPLANTATION OF FUNDS**: The applicant assures that funds made available under this contract will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for AmeriCorps service activities.

Section X. Payment Terms

Compensation to the Subrecipient for delivered services shall be as follows:

For providing the services specified in the subaward agreement, the subrecipient will be reimbursed for actual costs expended monthly. The Subrecipient shall submit expenditure statements within 10 days following the end of the month in which services were performed.

Disbursement of funds will follow a cost reimbursement procedure and will be for actual funds expended. Actual expenditures shall be itemized and invoiced pursuant to approved line item budget categories in eGrants. Subrecipients shall only be reimbursed for costs that have been incurred within the grant subaward period. Requests for reimbursement shall be submitted through the upload of monthly Periodic Expense Reports to the OnCorps reporting system. The subrecipient shall submit a Periodic Expense Report showing no “current month’s expenditures” if that is the case in any invoice period.

The subrecipient should allow 30 days from the time expenditure statements are received by the VDSS until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date a corrected expenditure statement is received. Subrecipients must also submit the final request for reimbursement to VDSS within 10 days after the expiration of the performance period.

The subrecipient shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the Commonwealth of Virginia. VDSS will monitor expenditures.